



STATE OF WASHINGTON
LOCAL RECORDS COMMITTEE

*Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

MEETING MINUTES
Division of Archives & Records Management
State Archives Conference Room

August 28, 2008 – 10:00 a.m.

Members Present: Mark Rapozo (Chair) – State Auditor's Office, Cindy Evans – Attorney General's Office, Jerry Handfield – State Archivist

Staff Present: Russell Wood – State Records Manager; Julie Woods – Records Management Office; Simone Myree-Rofe – Records Management Office; Mike Saunders – Puget Sound Regional Archivist; Erin Whitesel-Jones – Southwest Regional Archivist

Guests Present: Patricia Holmquist – King County; Megan Sibbert – City of Bellevue; Jennifer Winkler – City of Seattle; Kyle Stannert – City of Bellevue; Kim Wyman – Washington State Association of Auditors; Sheryl Moss – Office of the Secretary of State; Sue Hanson – City of Kent; Amy Cleveland – City of Olympia; Terri Stolz – City of Olympia; Libby Neiland – Office of the Secretary of State; Maureen Duncan – Thurston County; Val Wood – King County.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:10 a.m.

B. Introduction of Guests

All guests were introduced.

C. Approval of Minutes for July 29, 2008

Motion to approve the minutes for July 29, 2008: Jerry Handfield; seconded by Cindy Evans.

Resolution: Motion carried.

II. OLD BUSINESS

A. Tabled from December 27, 2007 Meeting

1. Letter from King County re Definition of Drafts

Cindy Evans called for comments on the draft submitted by Russell Wood. King County explained the draft satisfied its needs. Cindy Evans and Patricia Holmquist raised questions regarding how the finalized version would be written and distributed. Russell Wood explained that the information would be shared via the LocalGovtRecordsUpdates listserv and that the Washington State Archives website would be updated to reflect the new information. Patricia Holmquist requested the finalized version of the draft be issued by the

LRC. Reference was made regarding a precedent set by the Check 21 initiative. Cindy Evans requested the Washington State Archives seek direction from Susan Tomson regarding the best way to distribute this advice. Cindy Evans thanked King County for its patience.

Action: Jerry Handfield will pose the question to Susan Tomson and report back at the next meeting.

Resolution: Item tabled for next meeting.

B. Tabled from July 29, 2008 Meeting

1. King County -- Department of Public Health

Russell Wood clarified the original issue for attendees. Patricia Holmquist advised the LRC King County has 2,000 unique schedules and would be seeking to discontinue 80 or 90. She requested of the LRC if it had a preference for whether King County should present the discontinue requests at one time or in groups. All agreed the preference is for submission grouped by department. Patricia Holmquist requested to know why discontinue requests were now going before the LRC. Russell Wood explained that Records Management possessed authority to make such decisions.

Action: Motion to approve discontinue request for Encounter Forms and Validated Encounter Forms from King County; Cindy Evans; seconded by Jerry Handfield.

Resolution: Motion carried.

III. ACTION ITEMS

A. Local Government Unique Schedules

1. County Auditor Sector Schedule -- Elections

Cindy Evans expressed pleasure with the formatting changes but had questions regarding several series. Members from the Office of the Secretary of State Office of Elections and the representative from the Washington State Association of Auditors were on hand to answer questions. Julie Woods made three corrections to the schedule based on the answers provided. Russell Wood explained a new series would be necessary in the future to address the issue of financial expenses incurred in running elections for series GS50-03A30.

Action: Motion to accept the Elections section of the County Auditors Sector Schedule; Cindy Evans; seconded by Jerry Handfield.

Resolution: Motion carried.

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. Jerry Handfield commended the records management staff on a successful training workshop in Ephrata, WA. It was the first records management training held in Ephrata, WA in 30 years.
2. E-Recording Commission held its first organizational meeting this month. The E-Recording Commission is the result of HB 2459 designed to establish standards regarding the digitization of deeds and the elimination of paper from the process.
3. The Digital Archives is ready to make available the audio files from 40,000 cassette recordings of legislature hearings. These audio files will be searchable as will future audio files through the Digital Archives.
4. Next July, NAGARA will meet in Seattle, WA. Jerry would like the Washington State Archives and local agencies to have a strong presence during the conference. Jerry would like workshops to be held during the week. The Library of Congress is also expected to meet in Seattle during that time. Mike Saunders stressed the need for involvement by local

professionals. Cindy Evans would like Russell Wood to email a reminder of the event to LRC members and provide some background and the importance of attending.

B. Update on LGRRS – Julie Woods

The first phase of the project is nearly complete. The working group will meet this afternoon. Several changes were highlighted including formatting, functionality grouping and indexing. Direction was sought from the LRC regarding whether the needed changes to the CORE, LGRRS and the sector schedules should take place at the same time and if the LRC would recommended a timeline. The LRC recommended that changes be made to all schedules over the next several months. Patricia Holmquist requested the use of crosswalks. Jerry Handfield recommended that the changes take place over the next several months but that the changes be implemented starting January 2009. Michael Saunders recommended that training take place in the interim to assist in the transition. Cindy Evans requested that the training also appear on the Washington State Archives website.

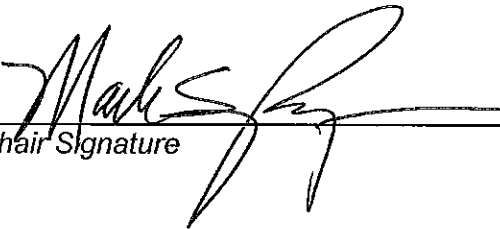
V. NEXT MEETING – September 25, 2008, 10:00am.
To be held in the Digital Archives, Cheney, WA

VI. ADJOURNMENT

Motion to adjourn: Mark Rapozo; seconded by Jerry Handfield.
Motion carried.
The chair adjourned the meeting at 11:15 a.m.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Mark Rapozo, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on August 28, 2008 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.


Chair Signature

9/25/08
Date